



June 29, 2020

COVID-19 Preparedness Plan

Developed according to MN Department of Labor & Industry template, available here:

<https://www.dli.mn.gov/updates>

1. Identify and send home sick workers

- On each market day, market staff and volunteers will self-assess if they may have COVID-19, using the Minnesota Department of Health survey:

English:

<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>

Spanish:

<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.sp.pdf>

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please answer “Yes” or “No” to each question. Do you have:

- Fever or feeling feverish?
- Chills?
- A new cough?
- Shortness of breath?
- A new sore throat?
- New muscle aches?
- New headache?
- New loss of smell or taste?

- Market staff and volunteers will not attend market if they answer Yes to any of the questions on the checklist.
- Market staff will communicate with their backup person as soon as they know they must stay home.

Staff person	Designated backup person
Kate Mercado	Mike Claypool
Kara Fletcher	Jane Jewett
Vickie Christenson	Kent Lorentzen

- Market vendors will self-assess their health and the health of their workers, using the MDH checklist above, before they leave home on every market day.
 - Vendors or workers will not attend market if they answer Yes to any of the questions on the checklist.
 - Vendors will inform the market manager, Kate Mercado, as soon as they know their market booth will be absent from the market.

- Market staff, volunteers, vendors, and workers will leave the market if they develop any of the symptoms of COVID-19 from the checklist during the market day.
 - Market staff and volunteers will assist with dismantling a vendor display and safe vehicle exit from the market space.
 - Anyone with onset of possible COVID-19 symptoms at the market will immediately don a cloth mask or face shield and keep it on until they have exited the market.

- The market manager will tell staff, vendors, or workers to go home if they exhibit any of the symptoms on the MDH checklist.

2. Social distancing protocols

For vendors:

- Vendor booths are spaced 6’ apart within the east, west, and center lines of booths.
- Spaces between vendor booths are roped off to prevent customer access.
- “Shop with your Eyes – Let Vendors Handle Products” signage distributed to each vendor and displayed at vendor booths.
- Vendors are encouraged to rope off the front of their canopy and move display tables back to ensure distance between vendors and customers.

- Vendors are encouraged to have a table or section of table for placing product for customers to pick up, to avoid direct hand-to-hand contact.
- Vendors are encouraged to have separate cash boxes for receiving customer payments and making change; with received payments to remain in the box for three days before handling.

For market staff:

- The market booth has a plexiglass shield in the window to create a barrier between market booth staff and customers.
- The market booth is too small to maintain 6' distancing within the booth. Market staff will endeavor to keep booth occupancy to one person as much as possible.
 - Do paperwork involving multiple people outside the booth if possible
 - Limit the duration of more than one person in the booth
 - Cloth masks or face shields must be worn by people inside the booth.

For customers:

- Signage is placed throughout the market space to remind customers to maintain 6' distance.
- Online ordering and drive-through pick-up is available, which reduces customer numbers and time spent in the market space.
- Vendors will monitor their booth spaces and ask people not to congregate within booths.
- The market manager will remind customers and vendors to maintain 6' distancing if crowding or congregating is observed.
- The number of customers in the market space is somewhat limited by the number of parking spaces available. Steps may be taken to reduce number of parking spaces or to control the market entrance, if customer numbers in the market exceed the number that would permit maintaining 6' distancing.
- The market uses this reference document to determine allowed number of customers in the market space:
http://misadocuments.info/Number_people_per_market_space_FINAL.pdf

3. Worker hygiene & source control

- Handwashing stations are placed at the market entrance, the market booth, the port-a-potty, and within the aggregation area.
- Signage at handwashing stations reminds people to wash their hands often.

- The market offered free cloth face masks and plastic face shields to all vendors; two shields per vendor.
- Market staff and volunteers wear masks or face shields when working at the market.
- Masks or face shields are currently voluntary for vendors and workers in vendor booths.

4. Building/ventilation

- The majority of the market is open-air.
- The market booth door and windows will be open during the market.
- Doors on the market trailer will be open while work is taking place in the aggregation area.

5. Cleaning & disinfecting

- Tables used for aggregation of pre-ordered product are cleaned and sanitized before use with 100 ppm bleach solution.
- Market booth countertop, handwashing station spigots, port-a-potty door handle and locking mechanism are sanitized with 100 ppm bleach solution at the start of market and twice more during market.
 - Market manager will record sanitizing dates & times on a logsheet.
- Card reader pin-pad is sanitized with a >60% alcohol wipe after each use.
- Vendors are supplied with a spray bottle filled with 100 ppm bleach solution, upon request.
- 100 ppm bleach solution for refilling spray bottles is mixed in the aggregation area as needed.

6. Drop-off, pick-up, delivery

- The market is reducing customer presence in the market space by offering pre-order and pick-up or delivery options.
 - Pre-ordered seasonal Market Share boxes are providing produce to 30 customers.
 - The market's online ordering platform allows weekly orders.
- The aggregation area is set up according to Retail Mobile Food Handler license requirements, with folding tables, a canopy over tables, and a handwashing station.
- Table surfaces are sanitized with 100 ppm bleach solution prior to use.
- All pre-orders are bagged or boxed and staged for pick-up or delivery in the aggregation area.
- Workers in the aggregation area wear source-control masks or face shields.

- Workers in the aggregation area wash their hands at the handwashing station prior to beginning work, after exiting the aggregation space and returning, and before handling any unpackaged food items.
- Customers drive up to the pick-up point and are instructed to remain in their cars.
- Workers in the aggregation area access customer cars from the passenger side.

7. Communication & training on protocols

- Manager or board member sends a weekly email message to vendors, reminding of the market's plan and general guidelines for dealing with COVID-19.
- Manager posts a weekly message to customers on the market's Facebook page, reminding of MN Department of Agriculture guidelines and recommendations for shopping at the farmers' market:
<https://www.mda.state.mn.us/sites/default/files/inline-files/Farmers%20Market%20COVID%2019%20Shopping%205.13.20%20PRINT%20no%20bleeds.pdf>
- Signage reminding of 6' distancing is posted at the market entrance, the market booth, and on orange traffic cones spaced at intervals throughout the market.

Protocol for Food Sampling at the Market:

- A vendor who wants to offer food samples at the market must post their written COVID-19 Preparedness Plan at their booth.
- All aspects of the Food Sampling & Demonstration Law must be followed:
<https://www.revisor.mn.gov/statutes/cite/28A.151>
- Additional guidance from the Stay Safe Minnesota Guidelines for Grocery and Convenience Stores must be followed specific to food sampling:
 - Food samples are covered or shielded according to the Minnesota Food Code
 - Samples are pre-portioned
 - Sample area is monitored by a vendor/worker to maintain social distancing and discourage congregating
 - Vendor/worker is protected by social distancing and/or the use of barriers
 - Adequate trash receptacles are provided to dispose of waste
- The market manager will monitor vendor booths offering food samples and will order food sampling discontinued if these protocols are not followed.